

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**REQUEST FOR PROPOSAL**

The Town of Arlington, Recreation Department is seeking proposals for the following:

**RFP#13-27 – YOUTH KARATE INSTRUCTION LESSONS**

The Town of Arlington Recreation Department, acting thru the Town Manager is seeking proposals from a person or firm for Developing and Facilitating Youth Karate Instruction Lessons.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P. M., Thursday, August 15, 2013** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Two (2) copies of technical proposal shall be submitted in a sealed envelope marked "Bid #13-27 Youth Karate Instruction Lessons-Technical Proposal" and One (1) copy of the price proposal in a sealed envelope marked "Bid #13-27 Youth Karate Instruction Lessons – Price Proposal".

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department. For Further information contact Domenic R. Lonzillotti, Purchasing Officer @ 781-316-3003.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON

July 31, 2013

Adam W. Chapdelaine  
Town Manager

## RATIONALE FOR RFP

The purpose of the Request for Proposal (RFP) is to enable the Town of Arlington to consider the merits of different Youth Karate Lesson providers.

### Procedure

In accordance with Chapter 30B of the Massachusetts General Laws, each offeror shall submit separate price and non-price proposals. The Town of Arlington will evaluate each non-price proposal and, thereafter, evaluate corresponding price proposals. Proposals should be submitted separately and marked accordingly: Envelope #1, Non-Price Proposal for Youth Karate Lesson Program; Envelope #2, Price Proposal for Youth Karate Lesson Program.

### Description of Services

The Arlington Recreation & Community Education Department is looking for an organization to run our Youth Karate Lesson programs. This would include children ages 4 -16+ years old. These programs may include the following, but are not restricted to Youth Karate Lessons conducted in multiple seasons, Fall, Winter, Spring and Summer. The lessons for each session will not exceed 50 minutes. Each session will be a maximum of 15 weeks and a minimum of five weeks. Lessons will take place on Fridays afternoons. The schedule of lessons offered shall be set by mutual agreement between the Recreation Department, the vendor, and the vendor.

The Recreation Department reserves the right to set course fees, but will discuss the fees with the vendor. The Recreation Department shall provide an adequate indoor facility for these programs. The Recreation Department reserves the right to cancel classes due to lack of enrollment, or interest. The Recreation Department will advertise all programs, register all participants, and collect all fees. In some cases, the Recreation Department may participate in Programs offered by the vendor.

### MINIMUM EVALUATION CRITERIA

The Chief Procurement Officer shall reject proposals which do not meet the following certain minimum requirements.

1. A proposal must be received by the Recreation Department Office before the deadline for receipt of proposals.

2. Offeror must provide, as a minimum, a proposal for adequately staffing all lessons on the provided schedule.

3. Offeror must provide:

Supervisory Staff with:

- A. Minimum of two supervisory staff in attendance.
- B. Minimum 5 years teaching experience
- C. Minimum 2 years supervisory experience
- D. CPR & First Aid certified

Teaching staff with

- A. Minimum 2 years teaching experience
- B. Minimum age 16

4. All staff will submit to a CORI check conducted by the Arlington Recreation Department. The Vendor will submit a list of all staff working with the Arlington Program including Names, Addresses, and Dates of Birth, 10 days prior to the beginning of each program for the CORI checks.

5. At least one staff will be certified in American Red Cross Basic First Aid or equivalent. The Vendor will provide documentation of staff's certifications.

6. Offeror shall submit the Price Proposal in terms of per head for youth.

7. Minimum three (3) references cognizant of Youth Karate Lesson, and the qualities of the program being offered by the vendor.

#### COMPARATIVE EVALUATION CRITERIA

To further evaluate each proposal, the following comparative evaluation criteria will be rated in these categories: Highly Advantageous, Advantageous, Unacceptable.

Criterion: Staffing

Highly Advantageous: Supervisory staff in attendance, at least 5 years teaching experience, at least 2 years supervisory experience, and CPR & First Aid certification. Teaching staff with more than 2 years teaching experience

Advantageous: Supervisory staff with, at least 5 years teaching experience, at least 2 years supervisory experience, and CPR & First Aid certification. Teaching staff with at least 2 years teaching experience

Unacceptable: Less than two supervisory staff with less than 5 years teaching experience, and less than 2 years supervisory experience, and no CPR & First Aid certification. Teaching staff with at less than 2 years teaching experience

Criterion: Student to Staff Ratios

Highly Advantageous: 8:1 ratio of students to staff

Advantageous: 10:1 ratio of students to staff

Unacceptable: Greater than 10:1 ratio

Criterion: Staff Screening

Highly Advantageous: Agrees to CORI Checks

Unacceptable: Cannot do CORI Checks

Criterion: Programming

Highly Advantageous: Children ages under 4 and 4 -16+ years old

Advantageous: Offering for one of the two age groups

Unacceptable: Offerings for none of the two age groups

#### **METHODOLOGY FOR DETERMINING BEST PRICE**

After determination of those proposals which provide adequate and appropriate staffing and programs, the contract will then be awarded to the offeror submitting the lowest percentage and receiving the highest rating.

#### **CONTRACT TERMS AND CONDITIONS**

The contract will begin September 6, 2013 and run till July 31, 2014. Contract may be renewed for a second and third year at the sole discretion of the Town of Arlington. Programs will be operated in accordance with the policies and procedures of the Recreation Department, Town Manager, and the Board of Selectmen.

#### **GENERAL LIABILITY INSURANCE ( INCLUDING PROPERTY DAMAGE )**

Contractor to supply the Town with certificates of insurance covering general liability in an amount not less than \$300,000, to any one person, and not less than \$500,000, on account of one accident.

The contractor shall carry general liability insurance with an insurance company satisfactory to the Town so as to have the Town additionally or co-insured, save the Town harmless from any and all claims for damages arising out of bodily injury to or death of any persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment, or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or any one in his employ during execution of the contract.

#### **COMPENSATION INSURANCE**

The contractor shall furnish the Town with certificates showing that all his employees who shall be connected with this work are protected under workman's compensation insurance policies.

Bidder may be required to provide a copy of insurance policies.

#### **Method of Payment**

Payment shall be made upon successful completion of each seasonal session.

**BID #13-27**  
**Youth Karate Lesson Program**  
**PRICE PROPOSAL**

PERCENTAGE PRICE PER HEAD

\_\_\_\_\_ % of Gross to the Town of Arlington

\_\_\_\_\_ % of Gross to the Contractor

AUTHORIZED SIGNATURE:

\_\_\_\_\_

PRINT NAME:

\_\_\_\_\_

TITLE:

\_\_\_\_\_

COMPANY NAME:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

TELEPHONE:

\_\_\_\_\_

CONTACT PERSON:

\_\_\_\_\_

EMERGENCY PHONE NUMBER

\_\_\_\_\_

DATE SIGNED:

\_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**

Pursuant of M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed state tax returns and paid all state taxes required under law.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Social Security Number or  
Federal Identification Number

Signature of Individual or Corporate Name

Corporate Office - (if applicable)